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TO : Chief, Classification and Wage Division

DATE: 25 September 1951

FROM : Acting Chief, Branch I, Classification &amp; Wage Division

SUBJECT: Justification for reallocation of several [ ] positions from the GS-3 to the GS-4 level.

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25X1 A memo was received from [ ] dated 28 August 1951, requesting  
25X1 the reallocation of a total of [ ] positions in various sections of  
25X1 [ ] from the GS-3 to the GS-4 level.

A detailed discussion was held with Chief [ ] regarding the request which disclosed that (1) a portion were additional identical to existing positions and (2) the remainder were positions where the duties and responsibilities had increased over and above those presently allocated. The following statements outline positions requested for reallocation and justification for same.

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Mail Section

25X1 Positions titled Pouch Clerk (Receiving) presently allocated at the GS-3 level, [ ] have assumed the additional responsibility for the processing and checking of top secret, special project, and indicator material which due to security reasons can be handled only by certain designated individuals. This requires a number of additional steps in the receipt processing procedures. The volume of work has also increased in the pouch receipt unit to the extent that two clerks have been delegated the authority for initially receiving the incoming pouches, determining priority of material, assigning work to subordinate clerks (one or more) and spot checking and reviewing completed assignments to insure that procedures are being followed.

25X1 It is recommended that these [ ] positions be reallocated to the GS-4 level titled Senior Pouch Clerk (Receiving ).

25X1 The initial memo included a total request of [ ] positions for reallocation from GS-3 to GS-4 in the Mail Section. One position was withdrawn by Chief [ ] during the discussion of the positions which could not be fully justified at the GS-4 level.

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Numbering Section

25X1 Positions titled Clerk (Sorting) presently allocated at the GS-3 level, [ ] have assumed the additional responsibility for searching, disseminating and correcting errors in serializing and numbering of intelligence material and abstracts. This involves a broad knowledge of the record systems and numerous procedures to insure that all records are changed and proper cross references are indicated on cards and records. In addition, this position requires segregation of material into priority and non-priority categories, assignments to subordinate clerks (one or more) and spot checking and reviewing completed assignments for accuracy and completeness.

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Also, processing of the more difficult and involved material as well as priority projects is required.

It is recommended that these [ ] positions be reallocated to the GS-4 level, titled Senior Clerk (Sorting).

#### Typing Section

Positions titled Clerk-Typist presently allocated at the GS-3 level, [ ] have assumed additional responsibility for independently preparing complete assignments for the carding and processing of projects and special indicator material forwarded by the Foreign Division. This would require review and determination of necessary information for carding to be included in indices, preparing summaries of same when necessary, and for security reasons is responsible for making final check and proofing of this category of material ensuring that all pertinent data is picked up, that various procedures are adhered to and that the proper abstract copies are prepared according to established form. (This position will be filled only by the more experienced employees).

It is recommended that the [ ] positions be reallocated to the GS-4 level, titled Senior Clerk (Typing).

The initial memo included a total request of [ ] positions for reallocation from GS-3 to GS-4 level in the Typing Section. Two of the positions were withdrawn by Chief [ ] during the discussion of the positions which could not be fully justified at the GS-4 level.

#### Service Section

Positions titled Index Clerk presently allocated at the GS-3 level, slot [ ] are additional identical positions to the Index Clerk (Review) presently allocated at the GS-4 level in the Service Section. These duties primarily consist of making preliminary review of documents and records in order to determine subjects of interest pertinent to name check requests in order to conserve time of Intelligence Analyst. Also conducts extensive searches of [ ] indices and exhausts all possible sources to ascertain the existence or non-existence of reference material and information where by an individual, organization, or installation may be positively identified. Compiles lists of references in a logical and workable sequence for use by Analyst. (These [ ] positions will make a total of [ ] serving in the capacity - [ ] assigned to work with each Senior Intelligence Analyst).

It is recommended that these [ ] positions be reallocated to the GS-4 level, titled Index Clerk (Review ).

#### Archives Section

Position titled Archives Clerk presently allocated at the GS-3 level, slot [ ] is an additional identical position to the Archives Clerk (Review) presently allocated at the GS-4 level in the Archives Section. The duties primarily consist of furnishing information to fulfill written requests made by agency officers. It requires performing of expensive searching duties in indices and predecessor agency records for the purpose of selecting information [ ]

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In addition, performs ~~has~~ difficult classifying duties [redacted]  
[redacted] Indexes and prepares necessary cards for Archives  
indexes. (This position will make a total of [ ] serving in this capacity).

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It is requested that this position be reallocated to the GS-4 level, titled  
Archives Clerk (Review).

Position titled Archives Clerk presently allocated at the GS-3 level, slot  
[redacted] has now been delegated the responsibility of serving as a mail  
control, services and locate clerk. The primary duties are: incharge  
of incoming and outgoing mail desk, maintaining charge-out and follow-up  
records on all material released - periodically following-up on same, and  
serves as the Clerk incharge of the telephone requests desk, fulfilling  
telephone requests records received from the various operating components of  
the Agency, desiring information immediately [redacted]

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[redacted]  
which might be included in such records. This involves extensive searching  
and quick screening of material in order to furnish desired information  
exercising considerable judgement and knowledge of archives records and  
policies to determine if certain restricted information can be furnished  
to requestor.

It is recommended that this position be reallocated to GS-4 level, titled  
Control and Service Clerk.

This report covers a total of [ ] positions recommended for reallocation  
from the GS-3 to the GS-4 level.



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